

**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

'20MAR12 AM 7:40 CITY CLERK

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq • E-MAIL: liquor@honolulu.gov



KIRK CALDWELL
MAYOR

JOSEPH V. O'DONNELL
CHAIRMAN

NARSI A. GANABAN
CO-VICE CHAIR

MALAMA MINN
CO-VICE CHAIR

DARREN Y.T. LEE
COMMISSIONER

DUANE R. MIYASHIRO
COMMISSIONER

FRANKLIN DON PACARRO, JR.
ADMINISTRATOR

ANNA C. HIRAI
ASSISTANT ADMINISTRATOR

March 11, 2020

The Honorable Joey Manahan, Budget Chair
Honolulu City Council
530 South King Street, Room 202
Honolulu, HI 96813

Dear Budget Chair Manahan:

RE: Request for a New Position in our FY21 Budget Request

As we move forward into the City's Annual Budget Review, the Honolulu Liquor Commission (HLC) requests your assistance in adding a new position to our FY21 budget request:

- Supervising Liquor Control Auditor (SR-24-C; \$59,616)

This new position would supervise the "Audit and Accounting Section" of the HLC:

- Audit Unit: intakes and reviews all the Gross Liquor Sales reports; conducts inspections, pre-audits, and full audits of our licensees for compliance.
- Accounting Unit: orders all current expense and equipment items; processes all invoices; accounts for the agency's revenue line items; reports all financial transactions to Budget & Fiscal Services; assists with travel requests, the budget, and equipment inventory.

The working supervisor is expected to provide guidance and cohesiveness to the Section, conduct the more complex audits, coordinate efforts with the Licensing and Enforcement supervisors in the Field Services Branch, and provide cohesive leadership within the Liquor Commission. The addition of this position will allow the HLC to continue our vision of extending our scope of services to liquor licensees, partner law enforcement agencies, and the public through enhanced technologies, increased efficiency, and broader community outreach.

If you have any questions, please contact me at fpacarro@honolulu.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Franklin Don Pacarro, Jr.", is written over a horizontal line.

Franklin Don Pacarro, Jr.
Administrator

DEPT. COM. 183

BUDGET